

**Millersburg Borough Council Minutes**  
**April 8, 2020**

The meeting was held via Webex, a video-conferencing meeting site, due to COVID-19 concerns.

**Call to Order** – President Dietz called the Council meeting to order at 7:02PM with Cl’ms Boyer, Hoke, Ibberson and Snyder present. Mayor Ibberson, Borough Manager Kayla Buker and Borough Secretary Ann Jackson were also present. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

**Guests** – None.

**Approval of Minutes** – Motion by Cl’m Hoke, seconded by Cl’m Snyder to approve the minutes from the March 11 and March 25, 2020 meetings as presented. Motion carried.

**Public Comment** – None.

**Financial Reports** – Council reviewed the Financial Report. Motion by Cl’m Ibberson, seconded by Cl’m Snyder to accept the Financial Report as presented. Motion carried. The Capital Improvement report was also reviewed. Motion by Cl’m Hoke, seconded by Cl’m Snyder to approve the Check Detail Report as presented. Motion carried with yes votes from Cl’ms Boyer, Dietz, Hoke, Ibberson and Snyder.

**Committee Reports**

**Employee Relations**

**Employee Manual Amendment – Medical Insurances Eligibility** – Chairman Snyder reported on the amendment to the Employee Manual which states that newly hired full-time employees are eligible for medical, vision and dental insurances the first of the month following date of hire; part-timers who work a minimum of 20 hours per week are eligible to purchase said insurances at full cost after 60 days of continuous employment. Motion by Cl’m Snyder, seconded by Cl’m Boyer to approve the amendment as presented. Motion carried.

**Premium Only Plan Adoption Agreement** – Benecon has amended the medical insurance plan document to reflect with the new language in the Employee Manual. Motion by Cl’m Hoke, seconded by Cl’m Snyder to approve the revised POP Adoption Agreement as presented. Motion carried.

**Employee Guidelines for COVID-19** – Chairman Snyder reviewed a proposed policy with the Council. This policy will be in effect while the Emergency Declaration for the coronavirus pandemic is in effect. Employees are to take their temperature at home. Manager Buker is to have any contractor needing to enter the Borough building complete a Healthy Check-In Questionnaire prior to entering the premises.

**Finance and Risk Management.**

**Earned Income Tax Receipts** – President Dietz reported that state unemployment compensation benefits do not have EIT deducted, so we can expect to see a difference in our EIT receipts in the future.

**Parks and Recreation**

**Update** – Cl’m Boyer reported that the Parks are being used and people seem to be following social distancing guidelines. President Dietz reported that the mulching has been done, the swing pads in Riverfront Park are done and the repair has been made to the Daniel Miller fountain in the Island.

## **Property**

Update – The Pine Street lot has been partially cleaned up; work will continue. The painting has been done at the Daniel Miller House. Manager Buker is to direct Mr. Hoy to fix the peeling paint on one window on the Walnut Street side of the building. Chairman Hoke also directed that the Public Works crew dispose of cinderblocks which were illegally dumped at the MYO compost site. Secretary Jackson will provide a list of properties to Chairman Hoke.

**Public Safety** – Chairman Ibberson had nothing to report.

Elderly Resident Facility Quarantine Procedure – Cl'm Boyer reported that the PA Department of Health will handle the quarantine and our EOC Sean Grimm is aware of the procedures. Mayor Ibberson reported that Polk staff will take care of a resident until such time that he/she needs critical care.

## **Streets**

2020 Paving Project – Manager Buker reported that the deadline for the paving project has been moved back to April 22, 2020.

**Economic Development** – President Dietz reported that local businesses are shuttered. The Cherry Blossom Festival has been cancelled.

**Mayor's Report** – Mayor Ibberson had nothing to report.

**Manager's Report** – Written report was provided to all Cl'ms. Additionally, Manager Buker reported that she has been busy keeping the Borough's website updated with the latest COVID-19 information.

**Code Enforcement Report** – Council reviewed the written report as submitted by Karen Zaporozec. Mayor Ibberson reported that, contrary to the report, the trash still remains at 401 Market Street. Ms. Zaporozec will be asked to re-visit.

**Engineer's Report** – Council reviewed the written report provided by Virginia Thornton.

## **Unfinished Business**

Financing Options for Various Borough Projects – Manager Buker reported that both Dauphin County and PA Infrastructure Banks fund only projects that are Liquid Fuels eligible. Secretary Jackson reported that she is in the process of getting loan and credit line rates and terms from the local banks. President Dietz directed Secretary Jackson to get amortization schedules for the loans.

Rescheduling Spring Clean-Up Date – The event for April 25<sup>th</sup> has been postponed. President Dietz directed Manager Buker to get the Public Works crew members' availability for July 11<sup>th</sup> and 18<sup>th</sup>. The dumpsters will need to be reserved with Heim's Disposal. The matter was then tabled until the April 22<sup>nd</sup> meeting.

Center Street Erosion Control Project Bid Award – President Dietz directed Manager Buker to advise HRG that we are looking into funding options and to have HRG advise Lobar that we need two more weeks. The matter was then tabled until the April 22<sup>nd</sup> meeting.

## **New Business**

Donation for Barrels, Planters & Welcome Sign – Secretary Jackson reported that Paul Smucker has contacted the Borough offering to donate the plants and labor for the barrels, the planters in Riverfront Park and at the Welcome sign. Council agreed to accept this offer.

Update on Real Estate Tax Payments – President Dietz reported that the Dauphin County Commissioners have enacted a resolution to collect the flat amount only on all remaining 2020 real estate taxes due. They are requesting Council’s support. Motion by Cl’m Snyder, seconded by Cl’m Boyer to accept the flat rate on all real estate taxes for the remainder of 2020. Motion carried with yes votes from Cl’ms Boyer, Dietz, Hoke, Ibberson and Snyder.

**Communications** – All communications were made available to Cl’ms. There was nothing requiring Council action.

**Organization Reports** – None.

The next meeting will be April 22, 2020 at 7:00PM for a legislative session, to be followed by Committees of the Whole. The meeting was recessed to the call of the Chair at 8:55PM.

Respectfully submitted,

Ann Bowman Jackson  
Borough Secretary